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## **Access your Landlord Schedules Online**

**Ashford Borough Council is changing the way landlords access their Landlord Schedules. Currently, Landlord Schedules are sent out by post, but the new online method will mean that landlords will receive their schedules immediately.**

**This new method of accessing the Landlord Schedules online offers many benefits:**

- **You can view the complete history of Landlord Schedules that we have previously sent you**
- **You can view a breakdown of all payments relating to one individual tenant**
- **You can export the schedules to PDF or Excel**
- **You can be emailed as soon as your schedule is available online**
- **The new online method helps the environment, enables faster and easier access to your schedules and is completely secure**

**If you would like to start receiving your Landlord Schedules by this electronic method, please ring Darren Stevens on 01233 330439.**

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